

STATE OF HAWAII

Accounting Manual

Volume III: Payroll Expenditures

Part 800: Appendix - Explanation and Related Sample Reports

Page 805.01

SECTION 805: EXPLANATION OF THE TURN-AROUND SET OF  
NOTIFICATION OF PERSONNEL ACTION, STATE DPS FORM 5

1. Purpose.

- (a) The turn-around STATE DPS FORM 5 is generated by the computer, with some data-fields pre-recorded to facilitate the preparation of this form for the departments who subsequently submit them for payroll processing.
- (b) The pre-recorded data are based on the latest STATE DPS FORM 5 processed and accepted by the payroll system.
- (c) The following data-fields are not pre-recorded (Refer to EXHIBIT A).

Item 15	NATURE OF ACTION
Item 16	EFFECTIVE DATE
Item 17	CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Item 25	TO: POSITION TITLE
Item 26	POSITION NO.
Item 27	OCC GRP CODE
Item 28	SALARY RANGE STEP
Item 29	PAY RATE
Item 30	ISLAND
Item 31	NAME OF EMPLOYING AGENCY

- 2. Prepared By. Data processing center for use by reporting departments.
- 3. Frequency. For each STATE DPS FORM 5 that is processed, a set of turn-around STATE DPS FORM 5 is printed on the next work day for distribution.
- 4. Distribution. Turn-around STATE DPS FORM 5's are routed from the data processing center to the departments which initiated the personnel action.
- 5. Input Procedure.
  - (a) If any of the pre-recorded data is to be changed, line out the original data and enter the new data in the same data field.
  - (b) Follow appropriate STATE DPS FORM 5 instructions issued by the Department of Personnel Services.

June 1, 1981

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SECTION 805: EXPLANATION OF THE TURN-AROUND SET OF  
NOTIFICATION OF PERSONNEL ACTION, STATE DPS FORM 5

STATE DPS FORM 5 11-64 REV 7/6																			
NOTIFICATION OF PERSONNEL ACTION																			
1. SOCIAL SECURITY NO. 575-32-5715			2. NAME (LAST, FIRST, MIDDLE) ABLE, BAKER C				3. MR., MRS., MISS MR		4. ADDRESS 1344 JUDD STREET HONOLULU, HAWAII				5. ZIP CODE 96819						
6. DATE OF BIRTH 09-02-32		7. SERVICE COMPUTATION DATE 01-15-69		8. SEX M	9. U.S. CITIZEN Y	10. HAWAIIAN RESIDENCE Y	11. VETS PREFERENCE N	12. MARITAL STATUS S	13. PHYSICAL HANDICAP 00	14. TAX EXEMPTIONS 02	15. STATE 02	16. PAYROLL NUMBER 14	17. DIST. CODE 2	18. RETIREMENT GROUP A	19. P.C.A. A				
15. NATURE OF ACTION																			
16. EFFECTIVE DATE																			
17. CIVIL SERVICE OR OTHER LEGAL AUTHORITY																			
18. FROM : POSITION TITLE PART A STENOGRAPHER III									19. TO : POSITION TITLE PART B										
20. POSITION NO. 5840		21. OCC. GRP CODE 01519		22. SALARY RANGE/STEP 11D		23. PAY RATE HOURLY RATE MONTHLY RATE 504.00		24. PLANS 2		25. POSITION NO.		26. OCC. GRP CODE		27. SALARY RANGE/STEP		28. PAY RATE HOURLY RATE MONTHLY RATE			
29. NAME OF EMPLOYING AGENCY DEPT. HEALTH DIVISION CHILDREN'S HEALTH SERVICES BRANCH-OFFICE SECTION UNIT									30. CODE 53 08		31. NAME OF EMPLOYING AGENCY DEPT. DIVISION BRANCH-OFFICE SECTION UNIT								
32. OTHER ALLOWANCES OR DIFFERENTIALS CODE DESCRIPTION AMOUNT									33. OTHER ALLOWANCES OR DIFFERENTIALS CODE DESCRIPTION AMOUNT										
34. INCIDENT DUE 05-28-72		35. POSITION CONTROL 1		36. POSITION CATEGORY 1		37. TIME AUTHORIZED P.T.E. % 100.000		38. HEALTH BENEFIT PLAN CARRIER HMSA		39. CODE H		40. S.		41. S.		42. S.			
43. UNIFORM ACCOUNTING CODE																			
44. ETHNIC CODE		45. TYPE OF APPT.		46. WORK WEEK CODE		47. DESIRED MONTHLY SALARY		48. ENDING DATE (TURN AROUND ONLY)		49. BARGAINING UNIT CODE		50. EMPLOYMENT DATE		51. LOST TIME					
52. REMARKS																			
11-15-71																			
0089997																			
APPOINTING AUTHORITY I certify that to the best of my knowledge the personnel actions shown above have been taken in compliance with the provisions of Chapters 76, 77, 78, 79, 80, 82, 83, 85 and 89, H.R.S., as amended.									DEPARTMENT OF PERSONNEL SERVICES I certify that the personnel actions reported above have been ordered and found to be in compliance with the provisions of Chapters 76, 77, 78, 79, 80, 82, 83, 85 and 89, H.R.S., as amended, the rules and regulations adopted thereunder.										
DATE									DATE										
SIGNATURE AND TITLE OF APPOINTING OFFICER									BY OR FOR DIRECTOR OF PERSONNEL SERVICES										

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June 1, 1981